

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<b>TIER I (\$25,000-\$99,999)</b>	<b>TIER II (\$100,000-\$250,000)</b>	<b>TIER III (&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) <b>(No Resumes)</b>	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>	

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL**." The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID**." The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

**(These forms are not included in the proposal maximum page count.)**

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR INTELLIGENT TRANSPORTATION SYSTEMS (ITS) DESIGN SERVICES

**CONTROL SECTION(S):** 41900

**JOB NUMBER):** 106328C

**PROJECT LOCATION:** Fourteen (14) dynamic message sign and variable speed sign locations along US-131, I-96 and I-196 in Kent County.

### **PROJECT DESCRIPTION:**

This scope is to provide design for an Intelligent Transportation Systems (ITS) project, develop final bid letting package based on 100% complete plans, provide a cost estimate for construction, and serve as MDOT representative and System Manager through construction phase, if an authorization is written for the consultant to do so.

The consultant will be responsible to scope the project, review existing equipment and infrastructure, utilize provided geotechnical information & existing structural inspections, provide equipment communication design, develop plans to 100% complete, define known or anticipated utility issues, and define known or anticipated traffic concerns. This project consists of all work related to design of the project. The project shall include, but is not limited to, Dynamic Message Signs (DMS), Variable Speed Signs (VSS), and related infrastructure and network, which shall interface with all of the existing ITS networks, monitoring software, equipment, and operational software.

The project will be let January 11, 2013 and has an estimated construction cost of \$1,500,000.

**ANTICIPATED SERVICE START DATE:** December 5, 2011

**ANTICIPATED COMPLETION DATE:** September 8, 2014

### **PRIMARY PREQUALIFICATION CLASSIFICATION:**

Intelligent Transportation Systems

### **SECONDARY PREQUALIFICATION CLASSIFICATION:**

Maintaining Traffic Plans & Provisions

Utility Coordination

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Suzette Peplinski  
ITS Operations Engineer, Grand Region  
Michigan Department of Transportation  
1420 Front Ave., NW  
Grand Rapids MI 49504  
Tel: 616-451-8448  
Fax: 616-451-0707  
Email: [peplinskis@michigan.gov](mailto:peplinskis@michigan.gov)

The Consultant shall contact the MDOT Project Manager prior to beginning any work on the project.

The Consultant Project Manager shall be an engineer licensed in the State of Michigan with relevant experience in ITS systems engineering and design services. The Consultant Project Manager shall be an employee of the primary consulting firm responding to the RFP and not a subconsultant.

**QUESTIONS:**

All questions from firms concerning this RFP shall be submitted in writing, via fax or email, to the MDOT Project Manager no later than 12:00pm EST four business days prior to the RFP due date. The answers to all questions will be posted to the Contract Services Division website, where the RFP is posted. MDOT will not respond to telephone inquiries or visitation by bidders or their representatives.

**GENERAL INFORMATION:**

The Consultant shall have substantial ITS design background and experience. The consultant should be prepared to demonstrate their background and experience, as this will be a major part of the selection for this RFP.

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall all furnish all materials, equipment, supplies and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department) and check and/or test the materials, equipment, supplies and incidentals as necessary in carrying out this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the MDOT Project Manager.

At the request of the Department, the Consultant, during the progress of the services, shall furnish information or data relating to the services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further services.

All materials submitted in response to this RFP become the property of MDOT, proposals and supporting materials will not be returned to consultants. MDOT reserves the right to reject any or all proposals.

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.). Work shall also conform to the applicable specifications and Federal guidelines with regard to placing underground and overhead communications devices, such as those specified herein.

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

**CONSULTANT RESPONSIBILITIES:**

Complete the design of this project including, but not limited to the following:

- Scope the project, review as built system plans, and review provided DMS inspection reports for existing DMS supports and foundations.
- Provide conceptual layouts for ITS devices and all associated communication equipment.
- This project shall utilize equipment and facilities already in the project locations to the maximum extent possible. Based on MDOT review of supports and foundations, based on condition, the existing DMS supports can be utilized for replacement DMS. The designer is responsible for design calculations and feasibility of re-using supports based on the new DMS specifications and configuration. Modifications to the truss/support system will need to be designed, if feasible, to accommodate the new DMS units.
- This project will utilize new DMS units provided by MDOT under separate contract and installed by this design, utilizing the Special Provision for Dynamic Message Sign (DMS), Install and Integrate.

- One of the DMS replacement locations will have the removal done by a separate construction contract. This project's plans will need to be coordinated with those construction plans regarding items of work to be completed by each.
- Provide plans and specifications for integration of new DMS to the existing ITS network.
- Perform required design and functional technical specification writing to replace or repair the existing ITS facilities in the project area. The proposed facilities shall include: DMS, VSS, cabinets, and communications infrastructure.
- Inspect existing DMS, cabinet, equipment, and related infrastructure and provide recommendations and design for repair and/or upgrades to DMS sites.
- Determine the adequacy of electric service to the proposed facilities. Any potential problems with utility electric service shall be brought to the attention of MDOT as soon as they are known.
- Determine the adequacy of existing lightning protection and grounding and bonding systems at each device. Recommend any improvements to existing systems and incorporate associated plans and specifications.
- Contact all utility companies to determine all potential utility conflicts with the proposed facility placement. The Consultant shall also define solutions to the various utility conflicts and have them reviewed by MDOT before they are designed and placed on the construction plans.
- Prepare required plans 100% complete which would include: typical cross-sections, details, construction cost estimates, functional requirements and specifications required for construction. MDOT shall provide any existing details and specifications applicable to the proposed work in electronic format.
- Provide fiber optic cable connection design and diagrams including any bandwidth evaluation, where needed, to connect the ITS field devices to the existing MDOT ITS Network. All existing devices are currently connected to the ITS fiber optic, IP Ethernet network. Fiber optic connection diagrams will be provided to MDOT in MS Visio format, as well as incorporated into the letting plan set.
- Compute and verify all plan quantities for the bid package.
- Prepare and incorporation all documents for E-Proposal Submittal.
- Prepare staging plans and special provisions for maintaining traffic during construction.
- Submit a Transportation Management Plan (TMP) that addresses MDOT's current Safety and Mobility policy.

- Prepare and submit a CPM network for review and use for preparing the progress schedule for construction of the project.
- Provide solutions to any unique problems that may arise during the design of this project.
- Develop component and acceptance tests and work with MDOT to perform all tests.
- The Consultant may be required to provide System Manager Services (reviewing shop drawings, system testing, integration oversight, responding to RFI's, etc) during the construction phase of this project. This will be issued as a separate authorization, if needed. The Consultant shall not be compensated for performing work due to errors or omissions.
- Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- The Consultant representative shall record and submit electronic MicroSoft Word document of minutes for all project related meetings to the MDOT Project Manager within one week of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.
- Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (ie. county drain commission) and related mitigation. MDOT will submit permit requests.
- Attend any project-related meetings as directed by the MDOT Project Manager.
- All plans, special provisions, estimates and other project related items shall meet all MDOT requirements and detailing practices (i.e. format, materials, symbols, patterns and layout) or as otherwise directed by the MDOT Project Manager.
- The MDOT Project Manager shall be the official MDOT contact person for the Consultant and shall be made aware of all communications regarding this project. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.



- All plans, specifications and other project related items are subject to the review and approval by MDOT.
- Meet with the MDOT Project Manager to review project, data sources, contact persons, and relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time.

### **MDOT RESPONSIBILITIES:**

- A. Schedule and/or conduct the following:
  - 1. Project related meetings.
  - 2. The Plan Review
  - 3. Utility Meetings.
  - 4. Final item cost estimates, as necessary.
  - 5. Assist with packaging of plans and proposal for letting.
- B. Make decisions or provide input for the following:
  - 1. Resolve political issues
  - 2. Resolve issues relating to funding
  - 3. Review of final packaging of the Proposal after the Consultant's review of the final package
  - 4. Determine which letting date will be used for the project
- C. Furnish Special Details and pertinent reference materials.
- D. Furnish existing plans.
- E. Provide MDOT structural analyses of existing sign supports.
- F. Provide Environmental Classification and Certification.
- G. Coordinate any necessary utility relocation.
- H. Safety Reviews for any required design exceptions.
- I. Review and approve all external communications.
- J. Review and approve all budget, schedule and design aspects.
- K. Furnish FTP site for software download and instructions for the MDOT Stand-Alone PES Worksheet (SAPW).
- L. Provide Geotechnical Engineering Services if required

**DELIVERABLES:**

The Consultant shall provide full size (cut 24" x 36") and half size (cut size 11" x 18") plans in English units.

All plan sheets shall be completed by the Consultant. These include, but not are limited to:

- Title Sheet. MDOT will provide a map of the area. The Consultant shall be responsible for any revisions to the title sheet. The title sheet and map shall meet MDOT format and layout guidelines.
- Note Sheet
- Typical Cross-Sections
- Plan Sheets
- Project specific Special Details
- Witness and Benchmark Sheet
- Soil Boring Log Sheet
- Electronic files for each to be provided.

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD or CD as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A half size title sheet shall be plotted, stamped, signed and then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand-Alone PES Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns\*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

**TRAFFIC CONTROL AND MDOT PERMITS:**

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services.

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Joe Rios, Utilities/Permits Section, Real Estate Division at (517) 373-7680.

**UTILITIES:**

The Consultant shall be responsible for obtaining from MDOT and showing on the plans the locations and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings, as called for, to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant shall provide for the staking of various proposed facilities so as to locate potential utility conflicts and aid in the completion of utility relocation plans for private utility companies.

**PROJET MANAGEMENT:**

This project will require close interaction and good communication between the Consultant and MDOT. If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the Consultant and MDOT.

The selected Consultant shall provide all necessary project management services, including monthly and quarterly progress reports, developing and maintaining a project schedule and providing invoices in a timely manner.

Consultants should provide a description of their management team for this project and list all key personnel responsible for the deliveries of this RFP.

**STATUS REPORTS / MEETINGS:**

There will be periodic, regular meetings between MDOT representatives and the selected Consultant to review work product, and to communicate progress, issues, ideas and expectations.

The selected Consultant shall provide copies of all project reports, correspondences, meeting announcements and meeting minutes which shall be delivered by email to the MDOT Project Manager. The Consultant shall provide the minutes of all meetings attended. These shall be distributed by email to the MDOT Project Manager.

**BI-WEEKLY PROGRESS REPORT:**

The Consultant shall submit bi-weekly project progress reports to the MDOT Project Manager (or designee). The reports shall include work accomplished during the previous two weeks, anticipated work items for the upcoming two weeks, real or anticipated problems on the project, update of previously approved detailed project schedule, including explanations for any delays or changes, items needed from MDOT and copy of Verbal Contract Records for the period.

**PROJECT DOCUMENTATION:**

All documentation and reports shall be delivered in the current version of Microsoft Word being used by MDOT. All documentation delivered shall be clear, concise, and complete and in compliance with standards required by the MDOT Project Manager. All CADD files shall be delivered in the current version of MicroStation being used by MDOT.

**PROJECT SCHEDULE:**

Achievement of project milestones will require a concentrated effort by both the Consultant and MDOT. Timely communications, receipt of information and development and approval of deliverables will be critical to the success of the assigned deliverables.

The schedule will be determined on a task by task basis as set forth in each task.

The start date for the consultant services will be immediately upon note to proceed (NTP). The duration of the services will be at the discretion of the MDOT Project Manager.

The Consultant shall provide at the kick off meeting a detailed schedule of target dates for each task of the design.

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [P/PMS Task Manual](#) for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

## STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY	
YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	(mm/dd/yyyy)	
			12/01/2011	
		<b><u>EPE SCOPING ANALYSIS</u></b>		
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>210M Program &amp; Project Review Board Concurrence</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2115 Traffic Data Collection	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2125 Traffic Capacity Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	/	/
		<b><u>EPE DRAFT ANALYSIS</u></b>		
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2311 Cultural Resources Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2312 Recreational Survey – Section 4(f)/6(f)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2313 Endangered Species Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2314 Wetland Assessment	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2315 Wetland Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2316 Other Technical Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>233M Aerial Photography Flight</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>231M Approval of EA by FHWA</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2370 Prepare and Review Draft EIS	/	/

<input type="checkbox"/>	<input type="checkbox"/>	<u>237M Approval of Draft EIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2380 Distribute EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>232M Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2390 Distribute DEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M Public Hearing for DEIS</u>	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<b><u>EPE FINAL ANALYSIS</u></b>				
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2540 Prepare and Review FEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>254M Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain ROD	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2570 ITS Concept of Operations	/	/
<b><u>CONTAMINATION INVESTIGATION</u></b>				
<input type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/	/

### PRELIMINARY ENGINEERING - DESIGN

<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>				
<b>X</b>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	/	/
<b>X</b>	<input type="checkbox"/>	3360 Prepare Base Plans	1/27/2012	
<b>X</b>	<input type="checkbox"/>	<u>311M Utility Notification</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	/	/

<input type="checkbox"/>	<input type="checkbox"/>	<u>331M Preliminary ROW Plans Distributed</u>	/ /
X	<input type="checkbox"/>	3365 Pre-Conceptual ITS Design and Meeting	1/27/2012
<input type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	/ /
X	<input type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	2/10/2012
X	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	2/10/2012

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<b><u>PRELIMINARY PLANS PREPARATION</u></b>				
<input type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	/	/
X	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	/	/
X	<input type="checkbox"/>	3580 Develop Preliminary Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>351M Final ROW Plans Distributed</u>	/	/
X	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	6/3/2012	
<input type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	/	/
X	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	5/3/2012	
<input type="checkbox"/>	<input type="checkbox"/>	3595 Conduct ITS Structure Foundation Investigation	/	/
<b><u>UTILITIES</u></b>				
<input type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	/	/
X	<input type="checkbox"/>	3615 Compile ITS Utility Information	/	/

<input type="checkbox"/>	<input type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>361M</u>	<u>Utility Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/

#### **MITIGATION/PERMITS**

<input type="checkbox"/>	<input type="checkbox"/>	3710	Develop Required Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3720	Assemble Environmental Permit Applications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	/	/

## **MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST**

### **PRELIMINARY ENGINEERING - DESIGN (cont'd)**

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO	<b><u>FINAL PLAN PREPARATION</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3824	Complete Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M</u>	<u>Plan Completion</u>	7/2/2012	
<input type="checkbox"/>	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>387M</u>	<u>Omissions/Errors Checks Meeting</u>	7/17/2012	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>389M</u>	<u>Plan Turn-In</u>	11/09/2012	
<input type="checkbox"/>	<input type="checkbox"/>	3880	CPM Quality Assurance Review	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3890	Final ITS Communication Analysis	/	/

### **PRELIMINARY ENGINEERING – RIGHT OF WAY**

#### **EARLY RIGHT OF WAY WORK**

<input type="checkbox"/>	<input type="checkbox"/>	4120	Obtain Preliminary Title Commitments	/	/
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<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>413M Approved Marked Final ROW</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	/	/

#### **ROW ACQUISITION**

<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>441M Post-Decision Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	/	/

#### **ROW RELOCATION**

<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>442M ROW Certification</u>	/	/

## **MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST**

### **POST LETTING/AWARD TASKS (for reference only)**

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	4810 Complete Acquisition Process	/ /
<input type="checkbox"/>	<input type="checkbox"/>	4820 Manage Excess Real Estate	/ /
<input type="checkbox"/>	<input type="checkbox"/>	4830 Provide Post-Certification Relocation Assistance	/ /
<input type="checkbox"/>	<input type="checkbox"/>	4910 Conduct ROW Monumentation	/ /
<b>X</b>	<input type="checkbox"/>	5010 Construction Phase Engineering and Assistance	9/8/2014
<b>X</b>	<input type="checkbox"/>	5020 Prepare As-Built Drawings	9/8/2014

### **FOR YOUR INFORMATION**

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

**Dennis Kelley: (517) 373-4614**

### **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

## **ATTACHMENT B**

**CS – JN**

### **BI-WEEKLY PROGRESS REPORTS**

The first two pages of this attachment are the necessary layout of the Bi-weekly progress reports and the last three pages are a completed example.

**Control Section 00000**  
**Job Number 00000C**  
**Structure Number S00**  
**Date 00/00/00**

### **BI-WEEKLY PROGRESS REPORT**

- A. Work accomplished during the previous two weeks.
- B. Anticipated work items for the upcoming two weeks.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

## VERBAL CONTACT RECORD

**Control Section** 12345

**Job Number** 11111C

**Structure Number** S02

**Date** 00/00/00

Joe Engineer talked to Mr. Traffic and decided to use a 0.05'/ft super on ramp A leading into the bridge.